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RETURN TO

RECORDS MANAGEMENT DIVISION

21 June 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Designation of Personnel To Carry Out Specific
Assignments For Management Staff

1. On 21 May, I discussed with [] Acting
Deputy Chief, Management Staff, the necessity for design-
ating personnel in the Management Staff to carry out the
following duties:

a. Security Classification - []
dated 27 November 1953, requires the designation of persons
throughout the Agency to carry out functions in connection
with classification of documents. No one has been designated
for Management Staff.

b. Top Secret Control Officers - Who is designated
person? [] was designated some time ago for
Records Management.

c. Emergency Plan - Who should participate? Morris
Ramsburg and myself were designated and briefed some time ago.
Are we the current representatives for the Management Staff?

2. [] agreed that these designations should
be made and said he would take appropriate action and let me
know.

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